



Arizona Department of Education
Tom Horne, Superintendent of Public Instruction

Highly Qualified Individual Teacher Plan

Pursuant to requirements mandated by P.L. 107-110 No Child Left Behind Legislation

This completed form should be retained at the school.

Name:		School:		Date	
LEA:		Certifying Principal:			
Current Teaching Assignment - Grade level:		Content Area (s):			

Check appropriate certification:

Elementary Certificate		Secondary Certificate		Special Education Certificate	
Grade K - 6		Approved Area(s):	List each area on your certificate:	Disability Area(s):	
Middle School 7 - 8				Teacher of Record in:	
Approved Area(s):	List each area on your certificate:			Elementary K - 6	
				Middle School 7 - 8	
		High School 9 - 12			

If you are not Highly Qualified in the subject(s) you are teaching this year, you must complete this Action Plan to fulfill the requirements for NCLB.

Charter Schools Only:

District and Charter Schools:

BA/BS Degree Charter Schools	Projected Completion Date	Completed	Convert Emergency Certificate	Projected Completion Date	Completed	Subject Knowledge Competency	Projected Completion Date	Completed	District Funding Source
List courses required:			AEPA			AEPA (if available)			
			List course work:			List course work:			
			Enroll in an alternative path program						

Principal's Verification of Progress

Highly Qualified Plan Employee Commitment:

☐ Completed

☐ In Progress

Signature of Principal

Signature of Employee

Date

Mid-year Review Acknowledgement:

☐ Completed

☐ In Progress

Signature of Principal

Signature of Employee

Date

Completion or End-of-Year Review Verification:

☐ Completed

☐ In Progress

Signature of Principal

Signature of Employee

Date